

Minutes of ACCE Meeting  
April 13, 2010  
West Liberty University  
West Liberty, West Virginia

ATTENDANCE:

Members in attendance:

Amy Pitzer, Concord University  
Mike Dunn, Marshall University  
Robert E. Long, West Virginia Higher Education Policy Commission  
Ellen L. Moore, Blue Ridge Community and Technical College  
Lacey Ball, Eastern West Virginia Community and Technical College  
John "Christopher" Daniels, Fairmont State University  
Mary Alltop, Glenville State College  
David G. "Bo" Sellers Jr., Pierpont Community and Technical College  
Deborah Cruse, Potomac State College of West Virginia University  
Kenneth Harbaugh, Shepherd University  
Teri Wells, Southern West Virginia Community and Technical College  
Mary Ann Edwards, West Liberty University  
Verne Britton, West Virginia Network for Educational Telecomputing (WVNET)  
Jared R. Tice, West Virginia Northern Community College  
Nicholas Dean, West Virginia School of Osteopathic Medicine  
William H. Porterfield, West Virginia State University  
Timothy Beardsley, West Virginia University at Parkersburg  
Barbara Boyd, West Virginia University Institute of Technology

Excused:

Fred Hardee, Bluefield State College  
Cathy Stevenson, Bridgemont Community and Technical College  
Lee Ann Porterfield, Kanawha Valley Community and Technical College  
Natasha D. Robinson, Mountwest Community and Technical College  
Mary M. Igo, New River Community and Technical College  
Paul Martinelli, West Virginia University  
Johnna Beane, West Virginia University Robert C. Byrd Health Sciences Center Charleston Division

Unexcused:

Janene Seacrist, Council for Community and Technical College Education

Guest:

Dr. John McCullough, Provost/Chief Administrative Officer/Executive Vice President, West Liberty University  
Beverly D. Burke, Administrative Assistant to Provost/Vice President of Academic Affairs, classified employee representative to the Board of Governors and representative on Classified Staff Council, West Liberty University

#### CALL TO ORDER

Chairperson, Ms. Amy Pitzer from Concord University convened the meeting at 9:07 am.

#### WELCOME

Ms. Pitzer introduced Dr. John McCullough, Provost/Chief Administrative Officer/Executive Vice President at West Liberty University. Dr. McCullough welcomed ACCE members to the campus of West Liberty University on behalf of President, Robin Capehart. He recognized both Ms. Mary Ann Edwards, Executive Secretary to the President, for her support in handling the administrative duties at the university and ACCE for its commitment to employees of higher education. He was also complimentary of ACCE as it related to Senate Bill 480, the Personnel bill and its positive impact on higher education.

#### APPROVAL OF MARCH MINUTES

Ms. Pitzer asked Mr. Robert E. Long, Secretary from the West Virginia Higher Education Policy Commission, to report on the minutes from the March meeting that was held at the State Capitol. Mr. Long distributed copies of the minutes from that meeting. In presenting the minutes Mr. Long encouraged members to copy the Secretary whenever a member is unable to attend a meeting. He stated that a member was incorrectly shown as unexcused when the individual had notified a member of the Executive Committee but that information failed to be forwarded to the Secretary. Ms. Pitzer reinforced the comments of Mr. Long by expressing the importance of knowing a quorum exists which will allow business to be conducted. It will also avoid unnecessary travel on the part of members. Mr. Long advised members that draft minutes were distributed via the ACCE LISTSERV on April 5th and no comments were received. Mr. Mike Dunn from Marshall University made a motion to accept the minutes. Mr. William H. Porterfield from West Virginia State University seconded the motion.

#### MOTION UNANIMOUSLY APPROVED

Ms. Pitzer recognized Ms. Beverly D. Burke, classified employee at West Liberty University. She reported that Ms. Burke was the classified employee representative on the Board of Governors as well as a representative on the Classified Staff Council. Introductions of ACCE members took place for the benefit of Ms. Burke.

## LIAISON REPORT

Ms. Pitzer reported to members that she had received a letter from HEPC Chancellor Brian Noland stating that Dr. Kevin Walthers, Vice Chancellor for Administration at HEPC/CCTCE would serve as the liaison to ACCE until a permanent selection takes place. Dr. Walthers replaces Ms. Margaret Buttrick, Human Resources Administrator at HEPC/CCTCE, and the staff person who has performed those duties and responsibilities since 1989. Ms. Pitzer indicated that Dr. Walthers would be unable to attend the meeting.

Ms. Pitzer initiated a discussion about the replacement of the Human Resources Administrator position at HEPC/CCTCE. In the context of the uncertainty on passage of Senate Bill 480 should ACCE be supportive of an agency proposal to proceed with the replacement process for that position or should the ACCE position be to defer such action until after the expected call by the Governor for a Special Legislative Session on Education. Concerns centered on the critical nature of the two positions to be created by the bill, Vice Chancellor for Human Resources and Director of Classification, Compensation and Human Resources Information Systems and the cost implications of such positions. Prioritizing the various positions were debated as was the utilization of funds from both the vacant position as well as an unfilled position could be used for hiring staff for the above two positions. It was also mentioned that the Vice Chancellor for Human Resources could perform the human resources duties for employees at HEPC/CCTCE. The replacement discussion subsequently evolved into a discussion about those issues of Senate Bill 480 that became a stumbling block to passage and what action should ACCE take regarding the upcoming strategy. Should ACCE work to encourage the bill's inclusion on the expected call for a Special Legislative Session on Education or defer action until the 2011 legislative session?

## ACCE COMMITTEE REPORTS

### LEGISLATIVE COMMITTEE-MIKE DUNN, CHAIR FROM MARSHALL UNIVERSITY

Mr. Dunn distributed a copy of a summary report of bills of interest to higher education from the 2010 legislative session that was compiled by Mr. Bruce Walker, General Counsel at the HEPC/CCTCE. Mr. Dunn commented on several of the listed bills. He also reported he had heard (unconfirmed) that some Marshall University and West Virginia University BOG members are working together to determine the provisions that can be supported and provisions that can not be supported as it relates to SB 480. Both institutions are collectively working to seek legislative approval to continue their current authority to invest their own institutional funds. Thus, Mr. Dunn indicated that code for higher education (18B) will need to be opened to address the investment issue

and that it will provide an excellent opportunity to include the consideration of SB 480 should a Special Session on Education be called by the Governor.

**BENEFITS COMMITTEE-WILLIAM H. PORTERFIELD, CHAIR FROM WEST VIRGINIA STATE UNIVERSITY**

Mr. Porterfield reported a 4 percent increase in PEIA premiums for the 2011 Plan Year (effective July 1, 2010) and that Carelink would not be available as a managed care option for the new plan year. Employees who previously utilized Carelink as their health care provider will be required to select a new plan during the open enrollment period. Should any employee not make a selection, then that employee will automatically be moved to the PEIA PPB Plan A. With the new Plan Year another planned option called PEIA PPB Plan C will be offered. Other changes include an increase in the family out-of-pocket maximum and premium discounts to name a few. Life insurance premiums will decrease at the beginning of the new Plan Year.

**RETREAT COMMITTEE-ELLEN L. MOORE, CO-CHAIR FROM BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE**

Ms Moore reported that the members of the Retreat Committee would be meeting at the conclusion of the ACCE meeting. She reported that thirteen reservations (rooms) have currently been reserved with fifteen being the minimum number required based on the contract. She encouraged those ACCE members who plan to attend the Retreat on July 26 through 28 but have not as yet made lodging reservations to do so immediately. Ms. Moore provided both the telephone number (304-658-5212) for Hawk's Nest State Park and the room cost of \$80.00 per night. She also indicated that the restaurant will individually bill for meals. Ms Pitzer recommended that a notice of the last day for making lodging reservations be distributed to members as well as a list of those members who have reserved rooms via the ACCE LISTSERV. The advance knowledge on the number of attendees is important to ascertain the assurance of a quorum.

**WEB/COMMUNICATION COMMITTEE-VERNE BRITTON, CHAIR FROM WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING (WVNET)**

Mr. Britton reported on pursuing the capability of placing Position Information Questionnaires' (PIQs') on the ACCE web site.

**BY-LAWS REVISIONS AD-HOC COMMITTEE- PAUL MARTINELLI, CHAIR FROM WEST VIRGINIA UNIVERSITY**

Mr. Martinelli was unable to attend the meeting. A member pointed out per the current provisions of the ACCE By-Laws that any proposed amendment changes to the By-Laws need to be presented to the

membership at the June meeting in order to be acted upon at the ACCE Retreat.

Mr. John “Christopher” Daniels, the new ACCE representative from Fairmont State University, introduced himself to the group. He indicated that he was a graduate of Fairmont State University along with other pertinent information about himself. The members welcomed him to the organization. **Ms Pitzer reported that the June meeting would be held at Marshall University on June 18th but the date was later changed to Tuesday, June 15th.**

## OLD BUSINESS

There was no old business to come before the members.

## NEW BUSINESS

### TRAVEL POLICIES FOR ACCE MEMBERS

Ms. Pitzer addressed the issue as it related to travel by ACCE representatives. She referred to State Code 18B-6-5(f) which reads as follows: members of the classified council serve without compensation, but are entitled to reimbursement for actual and necessary expenses, including travel expenses, incurred in the performance of their official duties. Expenses are paid from funds allocated to the state institution of higher education which the member serves. Individual members reviewed their travel policy as it pertained to both obtaining approval as well as securing funds to attend an ACCE meeting. While the majority of members stated that they had limited to no difficulty from institutional staff in either gaining approval or securing the necessary funds, at least one member expressed frustration over the excessive internal check and balances that must be overcome to obtain approval.

### WVNET MERGER WITH WVOT

Mr. Britton reported on the recent developments related to the potential merger of WVNET and WVOT. He reported that Chancellor Brian Noland, Vice Chancellor for Administration Kevin Walthers and Chief Technology Officer, Kyle Shaffer had recently visited the facility to address the issue with staff. Mr. Britton stated that the Chancellor talked about expected budget cuts for higher education, the need to save money through increased efficiencies and the elimination of duplication of services. A week later Mr. Shaffer visited the facility but his attitude and message was somewhat different. He presented a list of data and information requests that covered several pages. He seemed to indicate that the staff would remain employees of HEPC but report to his office. Mr. Britton reported that the issue will be presented to both the CCTCE and HEPC Boards during the month of April. From the recent discussions by WVNET staff with the three individuals it is Mr. Britton’s perception that staff is not confident that the Chancellor has their best interests at heart.

SENATE BILL 480-NEXT STEPS  
ISSUES WE COULD MOVE FORWARD WITH NOW

Ms. Pitzer outlined the current dilemma as it relates to SB 480. She indicated that an action plan needs to be devised in order to both maintain our focus and to reach our goal of securing successful passage of SB 480. To begin that process we need to agree on a strategy to advance the Personnel Study recommendations. That requires addressing such issues as “What provisions must be included” and “What provisions can be excluded” from the final product. Mr. Kenneth Harbaugh from Shepherd University indicated that three options exist.

1. Can elect not to address SB 480 in Special Legislative Session
2. Can elect to address only deficiencies should session occur
3. Can elect to separate sections of bill-personnel, research corporations and flexibility in investing percentage of institutional funds

Mr. Harbaugh presented overview of provisions in SB 480

1. Employment of Vice Chancellor of Human Resources-**A must**
2. Director of Classification, Compensation and Human Resources Information Systems-**A must**
3. Seniority for full-time classified personnel-**make sure provision is not repealed**
4. Supplemental health and welfare benefit plans-**make sure provision is not repealed**
5. Supplemental and additional retirement plans for employees-**make sure provision is not repealed**
6. Continuing education and professional development-**make sure provision is not repealed**
7. Employment practices-**make sure provision is not repealed**
8. Reporting (Necessary for implementation for audit purposes)-**A must**
9. Human resources audits-**A must**
10. Compensatory time off in lieu of overtime-**make sure provision is not repealed**
11. Employees designated as non-classified-limit to 25% for MU and WVU, 20% for all other institutions, coaches considered non-classified and eliminate critical retention category-**leave decision to Executive Committee**
12. Additional employment by mutual agreement-**make sure provision is not repealed**
13. Probationary employment period-**make sure provision is not repealed**
14. Higher education employees’ catastrophic leave bank and transfer-**make sure provision is not repealed**
15. Merit increases-**make sure provision is not repealed**

16. Study of employment practices, outsourcing and reduction in force-**live without but will seek further consideration of such issues**
17. Temporary classified employee salary schedule-**A must**
18. Classified employee salary schedule beyond 15 years-)  
**Committees (Classification and Compensation Committees)**

Ms. Pitzer requested that the minutes express to Ms. Mary Ann Edwards, ACCE representative from West Liberty University the appreciation of ACCE for the hospitality shown, the excellent accommodations, the fine food and condiments and the trinkets and gifts. Should other staff at the university assisted with this effort ACCE extends similar appreciation to those individuals. Mr. Harbaugh also complimented the institution for both its excellent minutes but also for its classified employee participation.

Mr. Long reported on a proposal to further reduce the maximum award from \$3300 to \$2100 (a reduction of \$1200) for West Virginia Higher Education Grant recipients for the 2010-2011 academic year. He distributed the agenda item with the specifics of the proposal to be considered at the April HEPC Board meeting. Mr. Long advised the members that he planned to submit a request to the Chair of the HEPC Board to speak in opposition of the proposal as a private citizen. A brief discussion ensued with a reduced number of members still present. Those present expressed concern over the prospect that many needy families may be unable to secure the additional funds to pursue postsecondary education.

There being no further business to come before the members, Mr. Robert E. Long from the West Virginia Higher Education Policy Commission made a motion to adjourn. Ms. Ellen L. Moore from Blue Ridge Community and Technical College seconded the motion. The meeting adjourned at 4:55 pm.

RESPECTFULLY SUBMITTED,

Robert E. Long, Secretary  
UNANIMOUSLY APPROVED